

Town of Milton

115 Federal St
Milton, DE 19968



www.ci.milton.de.us

Phone: 302-684-4110

Fax: 302-684-8999

JOB DESCRIPTION

Job Title: Code Enforcement Officer

Reports to: Project Coordinator

Classification: Non-exempt

Hours: 40 hrs/week; some Saturdays

Prepared by: Wilmer E. Abbott

Approved by: Mayor Newlands

Date Approved: March 29, 2012

Last Revision Date: March 27, 2012

SUMMARY

The Code Enforcement Officer is responsible for performing field inspections, enforcing Town Ordinances such as business licenses and land use laws pertaining to public welfare, safety, public nuisance and property maintenance. Takes direction primarily from and reports to the Project Coordinator. Responsibilities and requirements of the position are subject to change.

Distinguishing Features of the Class

- 1) The Code Enforcement Officer works directly with both the public and businesses. This requires the ability to effectively articulate the Milton Municipal Code and relevant construction standards.
- 2) The Code Enforcement Officer must meet eligibility standards to be a sworn peace officer and to use the State of Delaware Criminal Justice Information System in order to issue citations.
- 3) Work requires the ability to read construction planning documents, perform routine field inspections and to make independent judgments regarding the suitability of proposed, under-construction and finished construction in order to issue permits, certificates of occupancy and condemnation as necessary.

American with Disabilities Act Requirements

This is light work requiring the exertion of up to twenty (20) pounds of force occasionally, up to ten (10) pounds of force frequently and a negligible amount of force constantly to move objects. The work requires climbing, stooping, kneeling, crouching, crawling, reaching, walking, fingering and grasping; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of measuring devices, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work and observing general surroundings and activities. The worker is subject to inside and outside environmental and atmospheric conditions.

Knowledge, Skills and Abilities

- 1) Knowledge of the materials, methods and practices used in building construction and of the stages of construction when possible defects and violations may be most easily observed and corrected.
- 2) Demonstrable knowledge of construction standards including, but limited to, those promulgated by the International Code Council (ICC) and National Fire Protection Association (NFPA).
- 3) Skill at using the tools of the trade is required. This includes, but is not limited to, measuring devices, inspection equipment and personal computers.
- 4) The ability to read and interpret building construction plans and specifications of buildings and to recognize deviations from such plans in the construction process.
- 5) The ability to perform field inspections of both construction and non-construction sites in order to ascertain compliance with permitted activity and the Town of Milton Municipal Code sections related to property maintenance, nuisances, licenses and zoning, as assigned.
- 6) The ability to read and interpret the Town of Milton Municipal Code and to enforce regulations firmly, tactfully and impartially; maintaining effective working relationships with contractors, property owners, representatives of other agencies and the public.
- 7) The ability to use office machines, personal computers and business software necessary for the processing of permits and licenses, for business correspondence and for internal and external reporting needs.
- 8) The ability to meet expectations of compliance with established Personnel Policies and Procedures, to demonstrate consistent, timely attendance and to follow safe work practices is required, as well.

Education/Qualifications

A high school diploma or graduate equivalency diploma (GED) with five (5) years experience in general building construction; or any equivalent combination of education and experience which provides the requisite Knowledge, Skills and Abilities.

Additional Requirements

- 1) Employees must be a United States citizen or otherwise eligible to be employed under the Immigration Reform and Control Act and provide documents required for the completion of an I-9 form on the first day of employment.
- 2) Employees must be licensed to operate a motor vehicle in the State of Delaware at all times during the term of employment.
- 3) Employees must be fluent in the reading, writing and speaking of the English language.
- 4) Pre-employment drug testing is required. Employees are subject to post-incident drug and alcohol testing, as well as random drug and alcohol testing as required for risk management.
- 5) Employees may be required to obtain professional certifications, to update training and to affiliate with professional associations if management deems that it is necessary for to continue to fulfill the obligations of this position. Attendance at and completion of such coursework is a condition of continued employment.
- 6) Direct deposit of employee pay is required.

Additional Responsibilities

- 1) Must maintain files and work area in an organized manner.
 - 2) Must perform other duties, as assigned by the Department Supervisor, Town Manager or Mayor. Work of a higher classification may be required, on occasion.
-

Employee Signature

Date

Pending Review